

**RECORD OF PROCEEDINGS**  
**MINUTES OF A REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS OF**  
**BANCROFT-CLOVER WATER AND SANITATION DISTRICT**

**HELD:** Monday, November 17, 2025, at 6:00 p.m.  
Headquarters Office Building, Board Room  
900 South Wadsworth Blvd.  
Lakewood, Colorado 80226

**ATTENDANCE:**

A regular meeting of the Board of Directors of Bancroft-Clover Water and Sanitation District, Jefferson County, Colorado was called and held in person and by teleconference and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

The following directors were present:

Sean Wells-President  
Jim Ris - Treasurer  
Julie Jakicic- Secretary  
Michelle Norris – Assistant Secretary  
Del Smith - Assistant Secretary

Also present: Tim Lowe, General Manager, Gilberto Najera, Field Manager, Bethany Pas-Flythe, District Accountant, Nicole Peykov, District Counsel, Sylvia Vigil, Office Manager, Wade Wheatlake, District Engineer.

**CALL TO ORDER:**

President Wells noted that a quorum was present for the purpose of conducting a meeting of the Board of Directors of the Bancroft-Clover Water and Sanitation District and called the meeting to order at 6:00 p.m.

**APPROVAL OF AGENDA:**

Upon motion duly made, seconded, and unanimously approved, the Board approved the agenda as amended. The agenda was amended to add the ratification of the US Engineering contract.

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### **DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST:**

It was noted that general disclosure statements had been filed on behalf of the members of the Board of Directors with the Office of the Colorado Secretary of State at least 72 hours in advance of the meeting in accordance with statute. Ms. Peykov noted that there were no new verbal disclosures of conflict of interest made by the Directors present at the meeting prior to action being taken.

### **COMMENTS FROM CUSTOMERS, CONSULTANTS, MANAGERS & BOARD MEMBERS:**

President Wells issued an invitation to receive comments from customers, consultants, managers. There was no response.

### **MINUTES:**

Mr. Lowe presented the minutes of the October 20, 2025, regular meeting and the November 3, 2025, continuation of the October 20, 2025, regular board meeting. The minutes were approved as presented.

### **FINANCIAL STATEMENTS:**

Ms. Pas-Flythe presented to the Board the financial statements for the period ending October 31, 2025. After discussion, the Board accepted the financial statements as presented.

### **FINANCIAL CASH FLOW SUMMARY:**

Ms. Vigil presented the monthly cash flow summary and payables through October 31, 2025. Following discussion, and upon motion duly made and seconded, the Board accepted the cash flow summary and payables as presented.

### **FIELD MANAGER'S REPORT:**

Mr. Najera presented the monthly report on field activities for October and November noting that the annual sewer cleaning and inspection program for the year was complete.

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### **GENERAL MANAGER'S REPORT:**

Mr. Lowe presented the general manager's report for October 2025. Mr. Lowe noted that construction activities on the Shop Heating Upgrade project would begin in late December. Mr. Lowe also discussed the reinvestment of recently matured reserve funds..

### **ENGINEERING REPORT:**

Mr. Wheatlake presented the monthly engineering report on current projects dated November 17, 2025. Mr. Wheatlake reported the Kipling Pkwy. sewer replacement project was now underway after the District secured a grading permit. He also reported that Exponent had completed laboratory testing on the AC pipe samples and was expected to deliver their report at the end of November.

### **LEGAL REPORT:**

Ms. Peykov reported that there were no new legal updates.

### **METRO WATER RECOVERY REPORT:**

Mr. Smith reported that there were no new updates on Metro Water Recovery activities.

### **ACTION ITEMS:**

#### 1. Public Hearing Regarding 2025 Budget

President Wells opened the public hearing regarding the adoption of the 2026 Budget. President Wells noted that the budget was reviewed in the November 3, 2025, work session. There were no members of the public present and no comments submitted regarding the 2026 budget. President Wells closed the public hearing. Upon motion duly made, seconded, and unanimously approved, the Board approved the 2026 Budget Resolution appropriating the sums therein and certifying the mill levy contingent on the receipt of adjusted final property valuation based on final legislation.

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### 2. 2025 Audit Engagement Letter

Mr. Lowe presented the audit engagement letter from Crady, Puca and Associates for the 2025 annual audit. After discussion and upon motion duly made, seconded, and unanimously approved, the Board approved engaging Crady, Puca for the 2025 audit.

### 3. Ratification of contract for Shop Heating System Upgrades

Mr. Lowe presented the contract for the Shop Heating System Upgrades with US Engineering. Discussion followed and upon motion duly made and seconded, the Board ratified the contract in the amount of \$265,529.00 as presented at the October 20,2025 meeting.

### 4. Resolution Concerning Annual Administrative Items

Mr. Lowe presented a resolution concerning the 2026 Annual Administrative Items. Discussion followed and upon motion duly made and seconded, the Board adopted the resolution.

### 5. Amendment to District Rules & Regulations

Ms. Peykov presented an amendment to the District's Rules and Regulations. The amendment added section 700.20 which grants the General Manager authority my enter payment arrangements for customer bills up to \$15,000. Discussion followed and upon motion duly made and seconded, the Board approved the amendment to the Rules & Regulations.

## **NEW BUSINESS**

None

## **OLD BUSINESS**

None

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### **ADJOURNMENT**

On motion duly made, seconded, and unanimously carried, at 7:35 p.m. President Wells adjourned the meeting.

The foregoing minutes constitute a true and correct copy of the minutes of the above-referenced meeting and were approved by the Board of Directors of the Bancroft-Clover Water and Sanitation District.

*/s/ Julie Jakicic*  
Secretary of the District